



TORQ Analysis of Janitors and Cleaners, Except Maids and Housekeeping Cleaners to Postal Service Mail Carriers

INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	37-2011.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Postal Service Mail Carriers	43-5052.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

OUTPUT SECTION:

Grand TORQ:

82

Ability TORQ				Skills TORQ				Knowledge TORQ			
Level			80	Level			88	Level			78
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Control Precision	46	16	59	No Skills Upgrade Required!				No Knowledge Upgrades Required!			
Oral Expression	50	11	56								
Oral Comprehension	51	10	56								
Written Comprehension	44	10	56								
Manual Dexterity	42	8	56								
Arm-Hand Steadiness	42	7	53								
Multilimb Coordination	41	6	53								
Information Ordering	39	4	50								
Problem Sensitivity	37	2	50								
Near Vision	42	1	56								

LEVEL and IMPT (IMPORTANCE) refer to the Target Postal Service Mail Carriers. GAP refers to level difference between Janitors and Cleaners, Except Maids and Housekeeping Cleaners and Postal Service Mail Carriers.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Postal Service Mail Carriers	Importance
Control Precision	30	46	59



Oral Comprehension	41	51	56
Written Comprehension	34	44	56
Oral Expression	39	50	56
Manual Dexterity	34	42	56
Near Vision	41	42	56
Arm-Hand Steadiness	35	42	53
Multilimb Coordination	35	41	53
Problem Sensitivity	35	37	50
Information Ordering	35	39	50
Skill Level Comparison - Abilities with importance scores over 69			
Description	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Postal Service Mail Carriers	Importance
Knowledge Level Comparison - Knowledge with importance scores over 69			
Description	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Postal Service Mail Carriers	Importance

Experience & Education Comparison							
Related Work Experience Comparison				Required Education Level Comparison			
Description		Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Postal Service Mail Carriers	Description		Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Postal Service Mail Carriers
10+ years		0%	0%	Doctoral		0%	0%
8-10 years		0%	0%	Professional Degree		0%	0%
6-8 years		4%	0%	Post-Masters Cert		0%	0%
4-6 years		0%	0%	Master's Degree		3%	0%
2-4 years		10%	0%	Post-Bachelor Cert		0%	0%
1-2 years		19%	7%	Bachelors		0%	0%
6-12 months		24%	3%	AA or Equiv		0%	0%
3-6 months		16%	8%	Some College		3%	8%
1-3 months		1%	1%	Post-Secondary Certificate		0%	0%
0-1 month		6%	8%	High School Diploma or GED		63%	67%
None		16%	71%	No HSD or GED		26%	23%
Janitors and Cleaners, Except Maids and Housekeeping Cleaners				Postal Service Mail Carriers			
Most Common Educational/Training Requirement:							
Short-term on-the-job training				Short-term on-the-job training			
Job Zone Comparison							
1 - Job Zone One: Little or No Preparation Needed				1 - Job Zone One: Little or No Preparation Needed			
No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.				No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before.			
These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.				These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.			



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Tasks

Janitors and Cleaners, Except Maids and Housekeeping Cleaners

Core Tasks

Generalized Work Activities:

- Inspecting Equipment, Structures, or Material - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.

Specific Tasks

Occupation Specific Tasks:

- Clean and polish furniture and fixtures.
- Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Clean chimneys, flues, and connecting pipes, using power and hand tools.
- Clean laboratory equipment, such as glassware and metal instruments, using solvents, brushes, rags, and power cleaning equipment.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Drive vehicles required to perform or travel to cleaning work, including vans, industrial trucks, or industrial vacuum cleaners.
- Dust furniture, walls, machines, and equipment.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.

Postal Service Mail Carriers

Core Tasks

Generalized Work Activities:

- Operating Vehicles, Mechanized Devices, or Equipment - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- Performing for or Working Directly with the Public - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Specific Tasks

Occupation Specific Tasks:

- Answer customers' questions about postal services and regulations.
- Bundle mail in preparation for delivery or transportation to relay boxes.
- Complete forms that notify publishers of address changes.
- Deliver mail to residences and business establishments along specified routes by walking and/or driving, using a combination of satchels, carts, cars, and small trucks.
- Enter change of address orders into computers that process forwarding address stickers.
- Hold mail for customers who are away from delivery locations.
- Leave notices telling patrons where to collect mail that could not be delivered.
- Maintain accurate records of deliveries.
- Meet schedules for the collection and return of mail.
- Obtain signed receipts for registered, certified, and insured mail; collect



- Gather and empty trash.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Service, clean, and supply restrooms.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
- Spray insecticides and fumigants to prevent insect and rodent infestation.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.

Detailed Tasks

Detailed Work Activities:

- apply cleaning solvents
- arrange decorations or furniture for banquets or social functions
- clean equipment or machinery
- clean or wax floors
- clean rooms or work areas
- control HVAC equipment
- drive automobile, van, or light truck
- maintain physical building or grounds of property
- make minor repairs to mechanical equipment
- mix paint, ingredients, or chemicals, according to specifications
- move or fit heavy objects
- operate cleaning equipment
- operate forklift
- operate tractor with accessories or attachments

sort mail, and insure mail; collect associated charges; and complete any necessary paperwork.

- Provide customers with change of address cards and other forms.
- Record address changes and redirect mail for those addresses.
- Register, certify, and insure parcels and letters.
- Report any unusual circumstances concerning mail delivery, including the condition of street letter boxes.
- Return incorrectly addressed mail to senders.
- Return to the post office with mail collected from homes, businesses, and public mailboxes.
- Sell stamps and money orders.
- Sign for cash-on-delivery and registered mail before leaving the post office.
- Sort mail for delivery, arranging it in delivery sequence.
- Travel to post offices to pick up the mail for routes and/or pick up mail from postal relay boxes.
- Turn in money and receipts collected along mail routes.

Detailed Tasks

Detailed Work Activities:

- calculate monetary exchange
- collect fees
- distribute correspondence or mail
- drive automobile, van, or light truck
- fill out business or government forms
- insert mail into slots of mail rack
- inspect outgoing mail for conformance to standards or accuracy
- operate alpha or numeric mail sorting systems
- provide customer service
- provide customer service in postal or mail service setting
- sell products or services
- sort mail letters or packages
- use computers to enter, access or retrieve data
- use oral or written communication techniques
- walk established route



- paint walls or other structural surfaces
- remove stains from fabric or carpet
- requisition stock, materials, supplies or equipment
- sterilize or clean laboratory or healthcare equipment
- tend boilers or related equipment
- use basic plumbing techniques
- use building materials for routine building maintenance
- use hand or power tools
- use herbicides, fertilizers, pesticides or related products
- use portable hand spray equipment
- use power mower

Labor Market Comparison

Description	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Postal Service Mail Carriers	Difference
Median Wage	\$ 23,520	\$ 43,190	\$ 19,670
10th Percentile Wage	\$ 16,750	\$ 32,450	\$ 15,700
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 28,440	\$ 48,550	\$ 20,110
90th Percentile Wage	\$ 33,210	\$ 54,660	\$ 21,450
Mean Wage	\$ 24,380	\$ 42,820	\$ 18,440
Total Employment - 2007	9,170	1,730	-7,440
Employment Base - 2006	9,828	1,713	-8,115
Projected Employment - 2016	10,361	1,662	-8,699
Projected Job Growth - 2006-2016	5.4 %	-3.0 %	-8.4 %
Projected Annual Openings - 2006-2016	241	50	-191

National Job Posting Trends

Trend for Janitors and Cleaners, Except Maids and Housekeeping Cleaners

Trend for
Postal
Service
Mail
Carriers



Data from [Indeed](http://Indeed.com)

Recommended Programs

General Office/Clerical and Typing Services

General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu

Maine Statewide Promotion Opportunities for Janitors and Cleaners, Except Maids and Housekeeping Cleaners

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
37-2011.00	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	100	1	9,170	\$23,520.00	\$0.00	5%	241
43-5052.00	Postal Service Mail Carriers	82	1	1,730	\$43,190.00	\$19,670.00	-3%	50
43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	81	2	970	\$41,950.00	\$18,430.00	-12%	10
37-3011.00	Landscaping and Groundskeeping Workers	80	1	4,040	\$24,450.00	\$930.00	12%	130



51-6041.00	Shoe and Leather Workers and Repairers	80	2	90	\$25,030.00	\$1,510.00	-19%	3
47-2141.00	Painters, Construction and Maintenance	79	4	1,750	\$33,730.00	\$10,210.00	2%	59
43-5041.00	Meter Readers, Utilities	77	1	90	\$31,240.00	\$7,720.00	-11%	3
43-5021.00	Couriers and Messengers	77	2	240	\$23,920.00	\$400.00	6%	12
39-4021.00	Funeral Attendants	76	2	150	\$27,710.00	\$4,190.00	13%	5
43-5051.00	Postal Service Clerks	76	2	580	\$44,780.00	\$21,260.00	-3%	13
47-2121.00	Glaziers	76	3	0	\$29,640.00	\$6,120.00	-0%	4
31-9096.00	Veterinary Assistants and Laboratory Animal Caretakers	75	2	650	\$23,720.00	\$200.00	3%	10
49-9091.00	Coin, Vending, and Amusement Machine Servicers and Repairers	74	2	160	\$27,050.00	\$3,530.00	-9%	6
51-3021.00	Butchers and Meat Cutters	74	2	430	\$31,310.00	\$7,790.00	5%	16
47-2051.00	Cement Masons and Concrete Finishers	74	3	640	\$29,060.00	\$5,540.00	7%	25

Top Industries for Postal Service Mail Carriers

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Postal service	491100	100.00%	337,768	341,299	1.05%

Top Industries for Janitors and Cleaners, Except Maids and Housekeeping Cleaners

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Elementary and secondary schools, public and private	611100	14.55%	347,246	374,001	7.70%
Religious organizations	813100	4.05%	96,572	118,449	22.65%
Colleges, universities, and professional schools, public and private	611300	4.03%	96,176	98,971	2.91%
Local government, excluding education and hospitals	939300	3.57%	85,133	87,972	3.33%
Self-employed workers, primary job	000601	3.56%	84,919	92,466	8.89%
General medical and surgical hospitals, public and private	622100	2.22%	52,897	59,854	13.15%
Employment services	561300	2.06%	49,213	63,659	29.35%



Lessors of real estate	531100	2.03%	48,373	49,024	1.35%
Self-employed workers, secondary job	000602	1.37%	32,617	33,187	1.75%
Activities related to real estate	531300	1.22%	29,145	37,961	30.25%
Vocational rehabilitation services	624300	0.83%	19,789	24,637	24.50%
Junior colleges, public and private	611200	0.82%	19,534	22,060	12.93%
Nursing care facilities	623100	0.74%	17,567	19,513	11.08%
Grocery stores	445100	0.69%	16,394	18,281	11.51%
Full-service restaurants	722100	0.67%	15,916	17,893	12.42%